



Parent Handbook

Welcome to St Peter's School

It is a pleasure to welcome you to St Peter's Primary School. We are very pleased that your child will be joining our school community. We try to foster a family feel at St Peter's and we have written this guide in an attempt to provide you, as a new parent, with all the information you will need about how our school operates.

If you encounter a situation which we have not covered within the guide, please tell us and we will include it in next year's edition. In the short term, if there is something of which you are unsure, just ask us.

Your first day – don't be nervous!

School Times

Main gate is opened, and children and parents can come onto the site.	8.30 am
School starts and the main gate is closed.	8.40 am
Act of Worship	8.40 – 9.00am
Lessons	9.00 – 10.30am
Playtime – Key Stage 2	10.15 – 10.30 am
Playtime – Key Stage 1	10.30 – 10.45 am
Lessons	11.00 – 12noon
Lunchtime:	12noon – 1.00pm
End of School and the main gate is opened to allow parents to come onto the site.	3 pm

Coming into School

The Headteacher opens the main gate at 8.30am, and children and parents are then free to come onto the site. Children don't play on the playground before school; they should go directly to class. The teachers will register the children as they arrive. We ask that you get your children to school in sufficient time for our school day to begin at 8.40am. If you only arrive at the gate at 8.40, your children are going to be late to class. The register closes soon after 8.40am, so if they aren't in class by that time, they will be recorded as late. At 8.40, the Headteacher closes the school gate, so we ask that parents also leave the school promptly after dropping the children off.

After 8.40am, one of the school's teaching assistants will be on duty at the gate. If your child arrives late, they will be let in and their name will be taken for the late register. They will then be sent to the school library where they will complete bible studies until 9am. This is so they don't disrupt the act of worship which begins in the school hall very promptly after the registers close.

The Headteacher remains at the gate from 8.30 until 8.40 and should you need to speak to him about any matter, please feel free to do so. If you have a more major issue to discuss with either him, or another member of staff, you may make an appointment to see them.

We ask that parents refrain from going into the classes in the morning. If there is a matter which you need to raise with the class teacher, please relay it through the Headteacher, or wait until the end of the day when the teachers are free. At 8.40am, they are busy supervising the children as they arrive and we would prefer it if you didn't disturb them at this time.

Cycling to School

Children are encouraged to cycle to school. However, it is forbidden for children to cycle in the school grounds. In the interests of safety, we insist that children dismount before entering the gates. Also, please do not allow your children to ride bicycles or scooters around the playground at the end of the day as it is too crowded for this to happen safely.

Bicycle and scooter racks are available at the main entrance to the school. We ask that children lock their bicycles up before leaving them. Unfortunately the school cannot accept responsibility for any loss or damage which may occur to the bicycles whilst they are on school property. However, any incident involving a pupil will be dealt with thoroughly.

Parking

There is severe congestion around the school at the beginning and end of the school day. If at all possible, please refrain from using your car to transport your child to school. If that isn't possible, please try to car share, if you can. There is a large, and free public car park in the village. Should you need to drive your child to school, it is easiest for you to park there and to then walk up to the school gates.

However, please be warned that there is no Road Crossing Patrol anywhere around the school, so please be aware that you and your child must use your own judgement to cross roads safely.

Reception Year

The Reception class room is located at the rear of what is called 'The Lodge'. During the first two weeks of the school year, Reception staff complete home visits, calling in at the homes of every child who is joining our school. They will discuss the child's needs with the parents and start the process of getting to know the child and the family.

Our Reception children have a staggered entry into school life. The first week they stay until lunch, when we ask that you collect them. In the second week, they stay and eat lunch with us. They are entitled to a free school meal under the government's initiative, but they can obviously also bring their own food should you prefer that option. We ask that you collect them after lunch. From the third week they are full time.

School Organisation

St Peter's is organised into two key stages. Years R-2 are Key Stage 1, whilst Years 3-6 are Key Stage 2. Each key stage has its own Manager. Mrs Stone is the Key Stage 1 Manager and Mr Eastwood manages Key Stage 2.

Information about Pupil Progress

We don't have a one to one meeting between parents and teachers at the very start of the academic year, as there is comparatively little to discuss when the school year has only just begun. The teachers are still getting to know your children at this stage. We prefer to begin each academic year with a **'Meet the Teacher Evening'**. All parents are invited to come into their child's new class and meet the class teacher. The teacher will spend 30-40 minutes explaining what topics are being studied and explain specific arrangements such as how spellings are taught, when homework will be set, on which days the children will need their PE kit etc. They will also answer any questions which you may have.

Parents are then provided with 3 reports spaced over the course of the academic year. These provide you with information about your child's level of achievement, their progress and the effort they are putting into their studies. You receive a simple progress report in November; the main written report is given to you in February and you receive a simple concluding report in July.

We prefer to provide you with the main report in February and not at the end of the academic year as is traditional. By doing this, we are able to make you fully aware of any issues which need to be addressed, such as a problem with learning, or the need for a child to improve their attitude, whilst there is still time to do so. There is little point in telling you in July that your child isn't working hard enough, as it is too late to address the problem. By highlighting issues in February, we still have half the academic year to work towards an improvement. Similarly, it is a boost to children to be praised for their hard work and progress in February, and not make them wait until the end of the academic year to share this news with you.

After receiving each of the written reports, parents are able to come into school to view their child's work and to look around their classroom. You then have the opportunity to meet the class teacher on a one to one basis, to discuss any issues which have been identified. We run parents' evenings in the school hall to facilitate these meetings. However, if all parents require such a meeting, the teacher can only offer a ten minute consultation to each parent. Consequently, we strongly request that parents do not ask for a one to one meeting with the teacher, unless they have a specific concern which they wish to discuss. If both you and the teacher are happy with your child's progress and attitude, and you have consequently received a

written report to that effect, and you are happy with the work you have seen in your child's books, please do not request a meeting. This will free time and allow the class teacher to offer longer consultations to the parents of children whose progress or attitude is not as it should be.

However, please understand that you are free to make an appointment to see your child's teacher **whenever the need arises** - you do not have to wait for a scheduled consultation evening if you wish to discuss a concern. You can speak to your teacher directly at the end of each day. Teachers in years R-5 will either be on the playground after school finishes, or at the doors of their classrooms. The teacher in Year 6 will be in the classroom. The teachers may not be free to discuss an issue straight away, as many of the teachers run after school clubs. However, they will always arrange a time when they can speak to you.

Alternatively, you can make an appointment to see your child's teacher by contacting the school office. You can telephone the office on 01622 717335 and you are likely to speak to either Mrs Laura Moisan or Mrs Jo Lomakin. The office is staffed from 8.00 am to 4.15 pm Monday to Thursday and until 3.15 on a Friday. This is only during term time as the office is closed during the school holidays.

Additional Educational Needs

Mrs Oag is our Special Educational Needs Co-ordinator, or SENCo. She manages the work of our Teaching Assistants (TAs), who work alongside the teachers to provide additional support to our pupils. She will be involved with you, should your child have a specific issue affecting their progress within school. This may include special educational needs, medical difficulties, social or emotional concerns, or English as an additional language.

Safeguarding

Mr Holditch, the Headteacher is the school's Safeguarding Lead. Mrs Stone and Mr Eastwood are Deputy Safeguarding Leads. Should you have any concern about a child's welfare or the behaviour of any member of our school community, including members of staff, you should report it to any one of them. Should your concern be focussed on Mr Holditch himself, you can report this to the Chair of Governors, Mrs Helen Tynan. She can be contacted confidentially through the school office.

The Extended School

Should you require after school care for your child we have an after-school club. The club operates from 3.00pm – 6.00pm and currently costs £15 per session per child. We also offer a breakfast club (from 7.30am – 8.30am) for those parents who require supervision for their children before school opens in the morning. Sessions currently cost £5.

You can find full details of the Breakfast and After-school Clubs on our school website.

SPSA

The SPSA is our version of the school PTA. They raise a phenomenal amount of money each year and these funds have supported a wide range of projects within the school. The financial support afforded by the SPSA is crucial to the development of the school. We would welcome your involvement in the SPSA. It is a very friendly group and meetings are held regularly.

Rewards and Punishments

School House System

At St Peter's we operate a very successful School House system. The children throughout the school are divided into four House teams, Cossington, Friars, Medway and Kewlands. The children receive house points for good work and good behaviour. Each week, the house points are counted and the winner is announced in assembly. The cumulative points are kept and we have an overall winner each term.

Each house has its own captain and vice captain, who are elected from Year 6 by their class mates. We have a sports day each summer and the winning house receives a trophy.

Celebration Assembly and Tea Parties

Celebrating children's success is important to us. Every Friday, we have a celebration assembly. Teachers select children from their class who deserve to be recognised for either good work or good behaviour. These children are recognised during our celebration assembly as 'citizens of the week'. All of the citizens then join the Headteacher in his office for a tea party involving biscuits and juice.

During our Friday assembly, any child, who has received a medal, certificate, or who has achieved anything of note, in any activity inside or outside of school, is able to discuss what they have done in front of the school.

Gold Cards

Children will also have their efforts and achievements recognised by the class teachers, who will award them a gold card. When they receive a gold card, the children visit the Headteacher, who praises their work and award them a gold sticker.

Red Cards

Should your child misbehave, they will receive a warning from a member of staff. If the poor behaviour persists, or if the child is verbally or physically aggressive towards another child, they will receive a red card. They will then be sent to the Headteacher if the offence is sufficiently serious.

You will receive a letter home detailing what your child has done. They will serve a playtime detention. If the poor behaviour persists, there are a range of increasing sanctions, culminating in a fixed term exclusion or, ultimately, expulsion from the school. These are set out in our discipline policy, which you may collect from the office if you so wish.

The Wider Curriculum

Clubs

We believe that it is extremely important for children to have every opportunity possible to participate in extra-curricular activities. Hence, the staff at St Peter's give up a great deal of their time to run a wide range of activities.

You can view a list of the current club activities on our website. However, the activities generally include a range of sports, including high five (netball), football, cricket and rugby. Additional clubs include chess, art, music-choir, film club and French.

Educational Visits

We augment our normal lessons with numerous offsite visits, as well as having visitors to our school. It is important that children gain first hand experience of what they are studying. We try to arrange trips which will support our children's learning, but which are also local and not too expensive.

We also have a link with a French school and children in Year 3 will be offered a day trip to Hazebrouck to visit this school. There are also other trips to the continent, including ones to visit the First World War battlefields. The school is also one of the very few primary schools in the UK to be involved in the EU funded Erasmus project. During 2018-2020 this will involve our pupils having fully funded stays at partner schools in France, Belgium and Germany, to work collaboratively on a project commemorating the centenary of the end of the First World War.

We also run annual residential trips for those children in Years 5 and 6. These currently involve 3 and 5 day stays at the Kingswood centre in Ashford and the Carrot Wood centre. Both involve abseiling, rock climbing, raft building, fencing, team games, orienteering and many nights of the children staying up chatting long after they are supposed to be asleep.

General Information

Absence

It is the parents / carers responsibility to contact the school whenever their child is absent stating the reason for the child's absence. Parents should inform the school of their child's absence on each day thereafter. This should be followed up with a letter upon a child's return to school.

In September 2013, the government introduced a new policy regarding term time absences, which means that parents may be fined if they take their children out of school during term time. Term time absences are only granted for what are classed as exceptional circumstances. The full details of the government's measures are outlined in our school absence policy, which can be found on our website.

Medical and Dental Appointments

We would ask where possible that any medical or dental appointments be made out of school hours. We appreciate that this is not always possible but would ask that

you accompany your child to the school office after their appointment for them to be signed in. This will then be recorded as an authorised absence in accordance with our attendance register codes.

What to wear and bring to school

The children must wear school uniform at all times. A list of school uniform is provided separately and can be viewed on the school website. We ask that all clothing is clearly labelled. Children may wear stud earrings, but if you are having your child's ears pierced, please do it during the summer break, as children are not permitted to participate in P.E. activities whilst wearing earrings. In addition, we are not allowed to remove earrings for children, so please don't have their ears pierced until they are of an age when they can remove and replace the jewellery independently. Children should wear no other jewellery.

Children are not allowed to bring toys to school, apart from when joining the Reception year. Please do not send your child to school with expensive or sentimental items. Children may bring mobile phones to school but these must be left at the school office for the duration of the school day.

Equipment

We encourage children in the Upper School to bring their own equipment to school in addition to that which we provide. Useful items are pens, pencils and coloured pencils in a pencil case which should all be named.

P.E.

The children must wear school P.E. kits for all activities. Earrings must be removed, by the children, before any activities begin. If the children are not able to remove earrings please do it for them on the days that they have P.E. before they come to school.

Lunchtimes

We aim to make the lunch break as enjoyable as we can. We don't want the children trying to eat as quickly as possible, in order to get back outside to the playground. We want the children to have a suitable period of time to eat their lunch and to sit and talk with their friends whilst they eat.

Parents are able to join us for lunch from time to time. You will receive details periodically about our parent meal weeks. You can then come along and sit with your child and eat lunch together.

If you believe that your child may be entitled to free school meals, please contact the school office.

Lunch playtimes are supervised by our team of mid-day supervisors.

Helping in School

We welcome parents into the school. We are happy to have you come in and help. Parents fulfil a variety of roles from helping in class, to listening to readers, to helping with displays. Some parents help run clubs. If you feel that you have a

special skill, or you just feel that you could help generally, please tell your child's teacher. All we ask is that you have a child protection disclosure completed by us.

Change of Address

Please keep us informed of any change to your address, telephone numbers, work place or the details of your 'emergency contact'.

Administering of Medicine

In the event that your child requires medication during the day we would, in the first instance, suggest that dosages be taken before or after school. In the event that this is unworkable, we would ask that parents complete a form available at the school office, in order for school staff to administer medicines to your child.

Medical Needs

Parents are asked to complete a medical needs form for their child. This is a confidential form which asks for information about existing medical conditions and allergies, allowing us to ensure that any needs for your child are accommodated.

Healthy Schools Policy

Pupils are encouraged to bring a bottle of water to school with them. They are allowed to keep the bottle on their desks, during lessons, to drink from as they wish.

They are also allowed to bring healthy snacks for morning break times. Chocolate and crisps are not allowed. We participate in the 'Fruit and Vegetables for Infants' scheme, in which every child from Reception to Year 2 is provided with a free piece of fruit or vegetable daily.

Smoking

We have a 'smoke free' policy in school. Smoking is not permitted inside the school building or in the school grounds.

We hope that your child will be very happy at St Peter's Church of England Primary School and we look forward to working in partnership with you during the course of your child's time here.